

## SNP Administrative Review Findings

Tell City-Troy Township School Corporation  
(6350)

## Program Year 2018

Tell City-Troy Township School Corporation  
(6350)

837 17th Street  
Tell City, IN 47586-2518

## Food Service Contact

Kris L Hammack  
ECA Manager  
(812) 547-3300

## Executive Contact

John Scioldo  
Superintendent  
(812) 547-3300

No. of Sites / Reviewed: 2 / 1  
Month of Review: February 2018

## Certification and Benefit Issuance - Tell City-Troy Township School Corporation (6350)

## 126. Certification Benefits/Issuance Review Method, applications correctly approved?

**Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

- Online apps missing SSN and household signatures
- One student was awarded benefits with no documentation on file

**Corrective Action:**

At the time of the review, the FSD corrected all applications with missing information. Letters were sent home for adverse action of benefits for one household with no documentation on file. No Further Action Required.

**Technical Assistance:**

Online approval system allows full SSN to be reported and this is not required. Only the last 4 digits is needed.

## 130. Household notification of denied benefits consistent with FNS requirements?

**Finding 9021: Denial of benefits notification to household not consistent with FNS requirements.**

Household denial letter does not meet requirements.

**Corrective Action:**

At the time of the review, the FSD updated the letter template in the software system with the IDOE template. No Further Action Required.

## 133. Direct Certifications correctly certified?

**Finding 9024: Some students directly certified for free meals were not certified correctly.**

Direct certification documentation for selected students was reviewed for completeness and accuracy. One student was qualified for DC Free but issued reduced benefits.

**Corrective Action:**

At the time of the review, the FSD increased the household benefit to reflect the greater benefit. A letter was also sent to the household to show the increased benefit. No Further Action Required.

## Verification - Tell City-Troy Township School Corporation (6350)

## 209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

**Finding 9042: Selected applications not verified correctly.**

Based on the verified applications selected for review, the post verification determination was incorrect for one or more applications. One application had submitted documentation that showed the household should be receiving paid status. Further documentation was requested, but household did not submit any other documentation.



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(6350)*****Program Year 2018*****Corrective Action:**

At the time of the review, the FSD sent home a letter with adverse action to the household with the change of benefit. No Further Action Required.

**General Program Compliance - Tell City-Troy Township School Corporation (6350)*****810. Non-discrimination on appropriate Program materials?*****Non-Discrimination statement****Technical Assistance:**

All letters in the software system need to be updated using the most current Non-Discrimination (long) statement. Since the review, the SFA has decided to use all forms and templates with the start of the school year 2018-2019 from the DOE website.

***1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*****Finding 9000: Local School Wellness Policy Assessment**

At the time of review, the Local School Wellness Policy has not been assessed.

**Corrective Action:**

Since the review, the SFA has assessed the Local School Wellness Policy and sent over the assessment results to the field specialist on April 13, 2018. No Further Action required.

***1217. Frequency of tracking training hours*****Finding 9000: Professional Standards Tracking**

At the time of review, Professional standards (development) was not completed. No documentation was available to review.

**Corrective Action:**

Additional Corrective Action: Please submit tracking of professional standards for all food service employees with supporting documentation.

***1400. Food safety plan – contain required elements, copy available at each school?*****Food Safety Plan****Technical Assistance:**

The Food Safety Plan states a monthly food safety checklist will be completed. Since the review, the FSD has implemented the monthly food safety checklists at both buildings.

***1501. Records retained for 3 years?*****Finding 9152: SFA not retaining Program records for a minimum of 3 years.**

The SFA is not retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits. The online Free and Reduced application does not meet recordkeeping requirements. Once the application is revised or updated, the data is not kept online and cannot be accessed any longer. The SFA is not printing or electronically storing copies of each application submitted; only the current application at the end of the year is kept.

**Corrective Action:**

Additional Corrective Action-Please explain how online Free and Reduced application submission will be maintained to adhere to the recordkeeping requirements.





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**Technical Assistance:**

Continued use of the current Free and Reduced software will require online applications to be printed out or saved electronically outside the software system.



**SNP Administrative Review Findings****Tell City-Troy Township School Corporation  
(6350)*****Program Year 2018*****Tell City Junior-Senior High School  
(6741)**

837 17th Street  
Tell City, IN 47586-2518

**Food Service Contact**

Brad Ramsey  
Principal  
(812) 547-3131

Month of Review: February 2018

Date of Onsite Review: March 27, 2018

**Other Federal Programs - Tell City Junior-Senior High School (6741)****6. Day of review Menu, Meal Patterns, Production records.****Finding 9000: Afterschool Snack Program Requirements**

The ASSP is not administered according to program guidelines and requirements resulting in all snacks being disallowed for the JR/SR HS from August 2017 to March 26, 2018.

- ASSP does not complete production records, detailed menus or daily meal count sheets.
- The snacks claimed are off of attendance rather than snacks served.
- On the DOR the meal pattern was insufficient in one component.
- For the records maintained for the MOR, the meal pattern demonstrated that at least one of the components were insufficient.
- For the MOR, records also provided that both components were not taken at times, but still claimed.

**Corrective Action:**

The Food Service Director held a meeting on April 1, 2018 with Administration and the After School Coordinators to discuss the ASSP policy and procedures and the implementation strategy for each snack service.

For corrective action, please submit 1 month of completed production records, menus for the ASSP and the training certificate from the inTEAM eLearning module for the Afterschool Snack Program. Also, include how the meal counting and claiming procedure has been updated to reflect only snacks served instead of attendance and that both components are being taken.

**7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?****Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year.**

Site monitoring has not been completed for the ASSP. This should be completed within the first 4 weeks of operation and then one other time throughout the school year.

**Corrective Action:**

The Food Service Director completed site monitoring for the ASSP on April 11, 2018 and sent the form to the reviewer. The site should be monitored one more time during this current school year. No Further Action required.

**Technical Assistance:**

As a reminder the program should be reviewed at each location twice a year, once being within the first 4 weeks of operation.

**10. Non-discrimination poster displayed, visible to participants?****Finding 9232: The USDA/FNS approved non-discrimination poster is not displayed and visible.**

The most current USDA-approved non-discrimination poster is not prominently displayed where it is visible to program participants in the Snack meal service area(s). Additionally, the ASSP coordinators have not been trained on Civil Rights.

**Corrective Action:**

The FSD ordered signs from the IDOE and will post once they arrive. The webinar for ASSP and civil rights was completed on April 1, 2018 with both Administration and ASSP Coordinators. No Further Action Required.



**SNP Administrative Review Findings****Tell City-Troy Township School Corporation  
(6350)****Program Year 2018****Meal Components & Quantities - Tell City Junior-Senior High School (6741)**

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

**Finding 9054: Milk substitutions on Day of Review not allowable.**

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10. When a parent requests a milk sub, the student must be offered an approved USDA milk substitute. The student may decline the milk substitute due to Offer vs Serve once it has been offered. Currently, a milk substitute is not being offered to these students.

**Corrective Action:**

The School Nutrition department will be purchasing an USDA approved milk substitute to have on hand at each location for parent requests and subs not specified by a person of prescriptive authority. The Food Service Director will also be training the staff on how to handle the special dietary needs. No Further Action Required.

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period February 12-16, 2018, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed:

- Missing legume vegetable subgroup

**Corrective Action:**

At the time of the review, the reviewer provided the meal pattern requirements and the vegetable subgroup charts to the FSD. Since the review, they have been laminated and the Head Cooks have revised the menus to meet the vegetable subgroups. No Further Action Required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9000: Juice Allotment**

Juice can count as no more than half the total fruit offered over the course of the week. During Breakfast juice is served at 6oz portions and fruit is served at 4oz portions, which credits the juice more than 50% of the fruit component over the course of the week.

**Corrective Action:**

Since the review, the FSD has changed the breakfast meal plan to offering 4oz portions of juice and 1/2 cup portions of fresh fruit daily to have juice only count as 50% of the fruit component weekly. No Further Action Required.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

- Insufficient portion at breakfast- 3/4 cup instead of 1 cup of fruit offered
- Insufficient amount for M/MA for both daily and weekly requirements

**Corrective Action:**

Sine the review, the M/MA has been increased to a 2 oz. serving on the grilled cheese option to meet the daily/weekly



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requirements. During breakfast the fruit option has been changed to 4oz juice and 1/2 cup of fresh fruit daily as the offering to meet the daily and weekly requirements. No Further Action Required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

**General Program Compliance - Tell City Junior-Senior High School (6741)*****811. Justice for All poster displayed in prominent location?*****Finding 9000: "And Justice For All" Poster**

Although the "And Justice For All" poster was posted in a prominent location, it is an outdated poster. USDA revised the "And Justice For All" poster December 2015 and the IDOE mailed sponsors the updated versions in the spring of 2016.

**Corrective Action:**

At the time of the review, the Food Service Director contacted the civil rights specialist at the IDOE to order 11 posters. Once these posters are received, they will replace the outdated versions. No Further Action Required.

***1105. Foods sold to students during school day meet Smart Snacks standards?*****Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards.

- Vending machines and drinks sold in the cafeteria do not meet Smart Snack requirements
- Side items sold in the cafeteria line do not meet Smart Snack Requirements

**Corrective Action:**

Additional Corrective Action- Please explain how the vending machines and beverages sold in the cafeteria lines have been updated to meet the Smart Snack requirements in all grade levels

**Technical Assistance:**

Reviewer discussed with the Food Service Director and Kitchen Manager smart snack requirements and the Healthier Generation Calculator. Beverages in vending machines and cafeteria line must meet the lowest grade level that has access to them.

<https://www.doe.in.gov/nutrition/smart-snacks-schools>

***1406. Most recent Food safety inspection posted, visible to public?*****Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

Most recent food safety inspection was not posted in a publicly visible area.

**Corrective Action:**

At the time of the review, the Food Service Director instructed the Cafeteria Manager to post the most recent health inspection in a visible area. No Further Action Required.

**Technical Assistance:**

Discussed with SFA and kitchen manager that the food safety inspection is required to be posted in a publicly visible location.

***1409. Storage violations observed, on-site, off-site?*****Finding 9150: Storage violations were observed.**

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being used correctly; not all cans were dated.

**Corrective Action:**

At the time of the review, the reviewer worked with the Kitchen Manager on the FIFO method and going forward all cans will be dated to ensure the method is completed correctly. No Further Action Required.





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**Technical Assistance:**

Discussed with Kitchen Manager about dating the cans as they come in and/or removed from boxes.